Instructions for Mini-symposium Chairs at AARES 2022

Chairs will join their session via a Zoom webinar.

Preparation

PREPARE WELL AHEAD OF YOUR SESSION

- You will receive an invitation from Zoom to attend a Zoom webinar as a Panelist. The sender will be Zoom. Check both your inbox and your Junk Folder in case the message is diverted there.
- You will need to create an account in Whova, the conference platform, ahead of time. Go to https://aares2022.events.whova.com or click on "JOIN THE CONFERENCE" on the Conference website here. You will need to use the email address that you registered with.
- Ensure you have two monitors available, or one monitor and another device. You will use one screen for Zoom to run the session and one for Whova to read questions from the audience. Use your largest screen for Zoom.
- Ensure you have a stable internet connection and use the Google Chrome Browser.
- If you have any technical issues, email aares2022@sunshinecyber.com.au or ring the Conference IT Hotline on 1800 413 838.

- **Important**: Ask each presenter if they are a 'First Time Presenter' at a major conference (any conference, not just AARES). Please fill in a form for each first-time presenter. The form will be available on the website before the start of the Conference
- If you would like to Tweet about the session ahead of time, use hashtag #AARES2022. The AARES Twitter account is @AARES_Inc.

JOIN YOUR SESSION 15 MINUTES BEFOREHAND FOR IT TESTING

Step 1: Join the Zoom webinar 15 minutes before the start of the session for testing with an IT support person. If speakers have pre-recorded their presentations, have the IT support person check that all the videos are available. Speakers will join you in the Zoom webinar. See detailed Step 1 instructions below.

Step 2: After Step 1 is completed, log into Whova using a second screen or a different device. The IT support person will help you with this step. Speakers could also proceed with this step if they wish to read questions from the audience rather than wait for you to read them out. See detailed Step 2 instructions below.

How your Session will run

- You and the speakers will be in the Zoom webinar with the IT support person, from where you will all watch the presentation videos (if they have been pre-recorded) and speak live. The Zoom chat has been disabled.
- You will have control of the speakers' audio and video in Zoom, which you should enable whenever they need to speak live.
- You will join Whova to monitor questions from audience participants who will watch the session there.
- The IT support person will be available throughout the session to resolve any technical issues.
- You must adhere strictly to the timing of the session, which has been allocated 90 minutes in total and must end by the allotted time.

- Given the nature of your session, you have flexibility regarding when particular presentations are given and when questions are asked.

<u>Pre-recorded sessions</u>

- You will start the session live, introducing the speakers.
- When you say **"Please start the presentation" and "I invite the audience to ask questions through the Q&A tab"**, the IT support person will play the relevant video.
- At the allocated discussion times:
  - read out selected questions live received from the audience in the Whova Q&A tab.
  - allow the speaker to answer questions live (enable their audio and video).
  - close the session live after the last speaker's question time.

<u>Live sessions</u>

- Presenters will need to have their presentation loaded on their own computer and be ready to share their screen in Zoom when you invite them to do so.
- Ensure that screen sharing is enabled for speakers (with IT help).

Step 1: How to Join your Session in Zoom

You will use Zoom to run the session. **Use your largest screen for this purpose.**

Please follow these instructions <u>exactly</u>.

1.1 You will receive an invitation from Zoom to attend a Zoom webinar as a Panelist. The sender will be Zoom. Check both your inbox and your Junk Folder in case the message is diverted there.
1.2 In your Zoom invitation, click on "Click Here to Join". **See Figure 1**. This will launch your internet browser and open a zoom.us page. Ensure you use Google Chrome.
1.3 Click on the "Open Zoom Meetings" dialog box shown by your browser. **See Figure 2**.

Figure 1: Example of Zoom invitation

Figure 2: Example of Zoom webinar screen
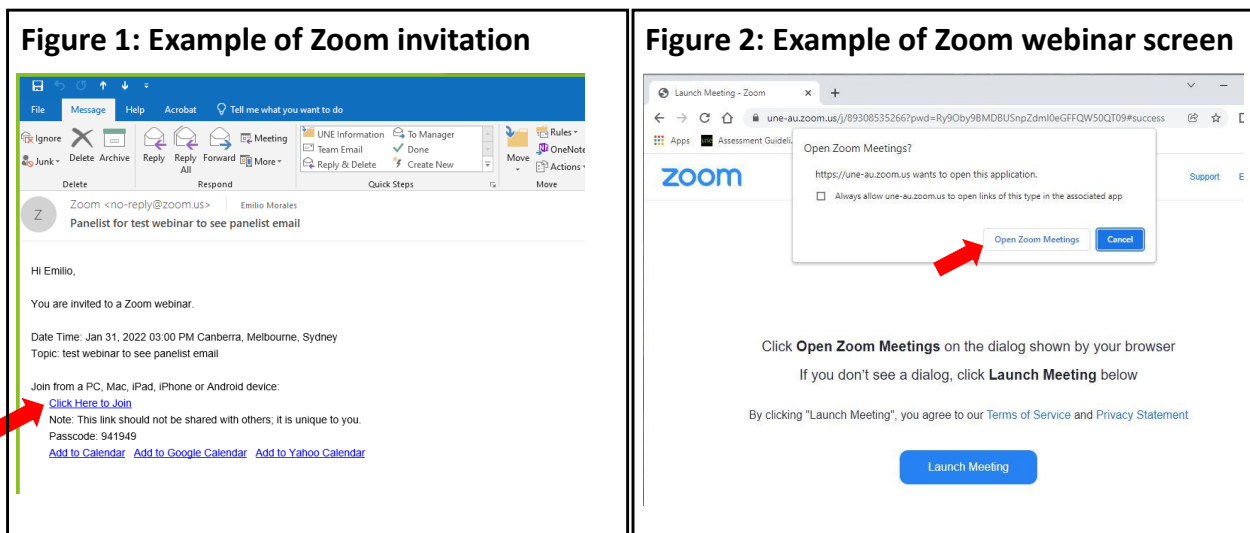
1.4 If you do not have the Zoom app installed, click on the "Download Now" link under the Launch Meeting button and follow the installation instructions.

Step 2: How to Join the Whova Q&A

You will use Whova to read questions from audience participants who will watch the session there. **Use your second screen or a different device for this purpose.**

Please follow these instructions <u>exactly</u>.

2.1   After step 1 is completed, log into Whova. The IT support person will help you with this step.
2.2   Ensure you use Google Chrome.
2.3   Go to https://aares2022.events.whova.com or click on "JOIN THE CONFERENCE" on the Conference website here. You should have already created an account in Whova using the email address that you registered with. See **Figure 3** for the Whova login page.
2.4   Click on the Agenda tab on the left-hand panel. See **Figure 4**.
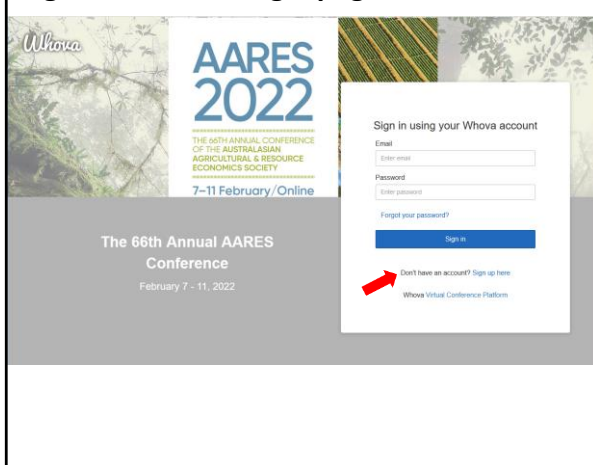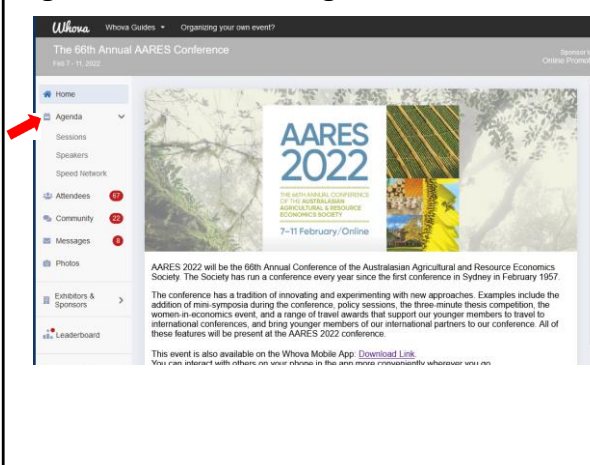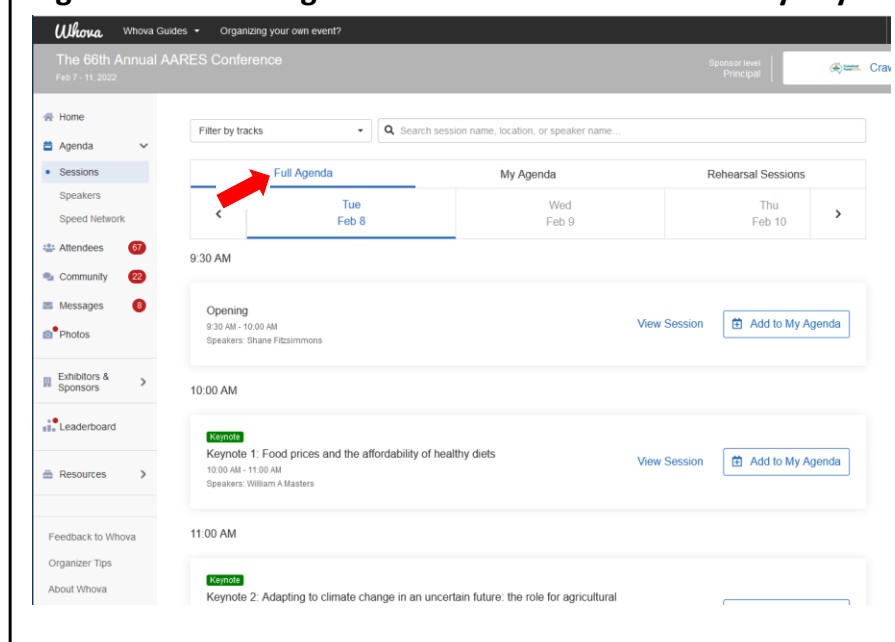

Figure 3: Whova login page


Figure 4: Click on the Agenda tab

2.5   The Full Agenda will appear for each day of the conference with session details. **See Figure 5.**

Figure 5: The Full Agenda has session details for every day

2.6   Click on the session you are chairing. See **Figure 6**.

2.7   **Then STOP!** See **Figure 7**. Questions from the audience will appear in the Q&A tab throughout each presentation. You should select questions to read out for the speaker to answer live in question time. Depending on the design of your symposium this task can be shared with presenters and discussants.

Figure 6: Click on the session you are chairing	Figure 7: Questions from the audience will appear in the Q&A tab
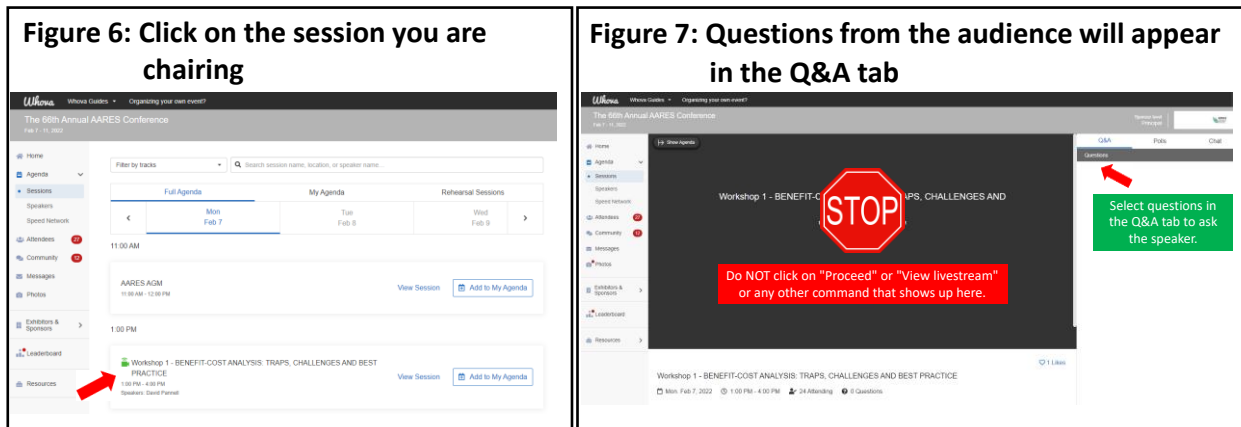
2.8   Ensure you refresh Whova regularly so questions appear in the Q&A tab promptly.

2.9   Do not click "Join Audio by Computer" if asked, instead click X at the top right of the pop up, to avoid echo.

2.10   You may like to encourage the audience to engage with presenters after the session via the Messages tab on the left-hand panel.